

Quick Reference Guide

Searching for Case Information in New MGA

How can I find information on a case in New MGA?

You can search for case information through either the Smart Search or Search Hearings sections on your home page.

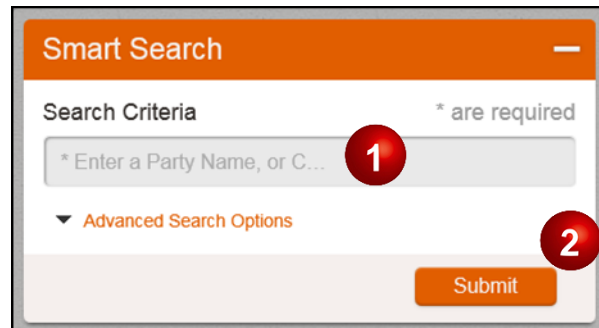
How do I use Smart Search?

To search using only a party name or case number:

1. Enter the party name in the Last, First Middle Suffix format (e.g., Smith, John Paul) or enter the MNCIS case number. The system ignores hyphens, so you don't need to enter them.
2. Click **Submit**.




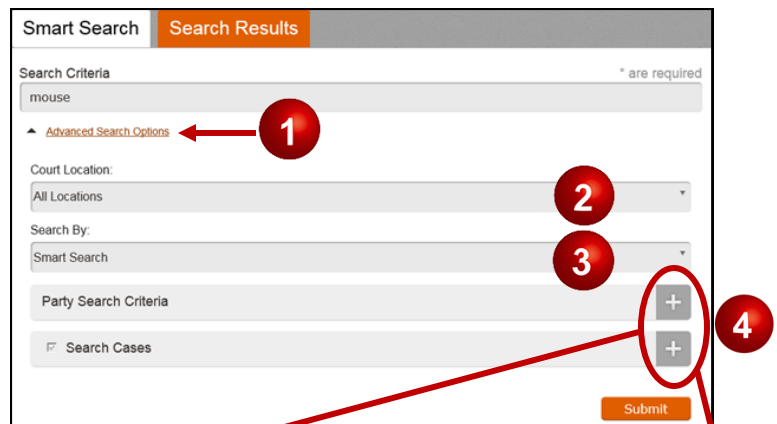
To search using the wildcard feature, enter an **asterisk** after the first four characters of the name or case number you are searching for. A nickname or business name only requires three characters before the asterisk.



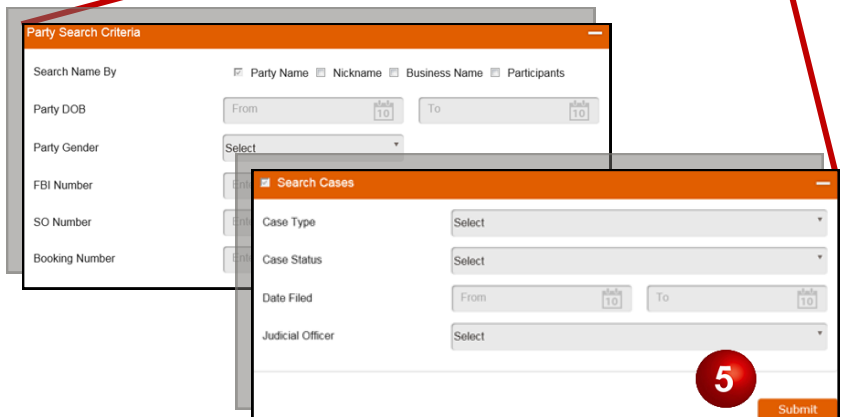
The screenshot shows the 'Smart Search' form. It has a title bar 'Smart Search' with a minus icon. Below is a 'Search Criteria' section with a text input field containing the placeholder '* Enter a Party Name, or C...'. A red circle with the number '1' is over the input field. Below the input field is a dropdown menu labeled 'Advanced Search Options'. A red circle with the number '2' is over the 'Submit' button.

To search using **Advanced Search Options**:

1. Click on **Advanced Search Options** under the Search Criteria field.
2. Select the **Court Location**.
3. Select your desired search criteria in the **Search By** field. If you choose something other than Smart Search, the Search Criteria field at the top of the section will be renamed.
4. Expand the **Party Search** or **Search Cases** fields by clicking on  to add more detailed information to your search.
5. Click **Submit**.
6. Delete your previous advanced search parameters before proceeding with a new search.



The screenshot shows the 'Advanced Search Options' form. It has a title bar 'Smart Search' and 'Search Results'. Below is a 'Search Criteria' section with a text input field containing 'mouse'. A red circle with the number '1' is over the 'Advanced Search Options' dropdown menu. Below this is a 'Court Location' dropdown menu with 'All Locations' selected. A red circle with the number '2' is over the 'Court Location' dropdown. Below this is a 'Search By' dropdown menu with 'Smart Search' selected. A red circle with the number '3' is over the 'Search By' dropdown. Below this is a 'Party Search Criteria' section with a 'Search Cases' checkbox. A red circle with the number '4' is over the plus icon next to the 'Search Cases' checkbox.



The screenshot shows two overlapping forms. The top form is 'Party Search Criteria' with fields for 'Search Name By' (Party Name, Nickname, Business Name, Participants), 'Party DOB' (From, To), 'Party Gender' (Select), 'FBI Number', 'SO Number', and 'Booking Number'. The bottom form is 'Search Cases' with fields for 'Case Type' (Select), 'Case Status' (Select), 'Date Filed' (From, To), and 'Judicial Officer' (Select). A red circle with the number '5' is over the 'Submit' button of the 'Search Cases' form.



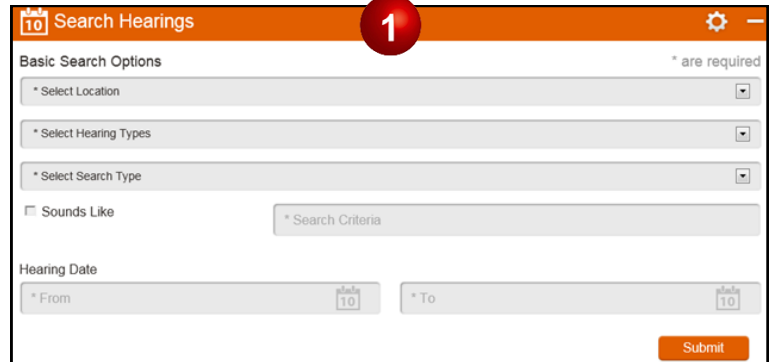
Keep in mind that the information in New MGA comes from the Minnesota Court Information System. If you try to search based on criteria that weren't entered on the case, you may not find what you're looking for. For example, DOB is not entered on every case (especially civil).

How can I find information on a case using the Search Hearings section?

1. Complete **all fields** under Basic Search Options (everything except "Sounds Like" is required).
2. Complete additional fields that appear after selecting Search Type if applicable.
3. Click **Submit**.



If you're searching by party name and aren't sure how to spell it (e.g., John vs. Jon), check the **Sounds Like** box and enter one of them. Your search will return results for various spellings of the name.



Search Hearings

Basic Search Options * are required

* Select Location

* Select Hearing Types

* Select Search Type

☐ Sounds Like

* Search Criteria

Hearing Date

* From To

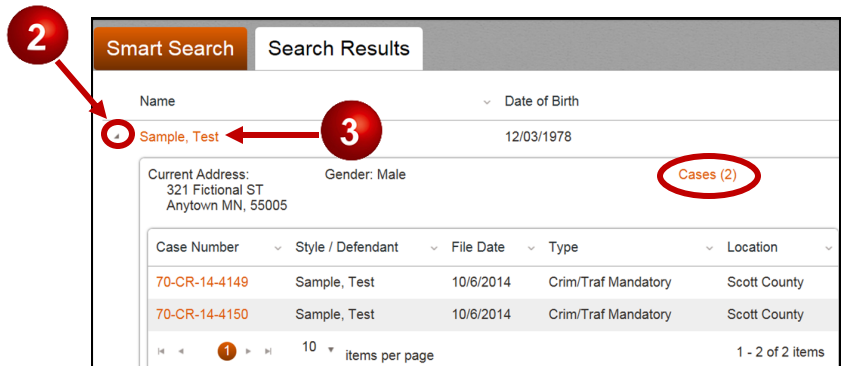
Submit

How are the search results displayed?

If you searched by party name:

1. The results will display sorted by party Name.
2. Click on the **carrot** to the left of the Name to view the address and number of cases.
3. Click on the **Name** to view case information, including the Register of Actions under "Other Events and Hearings Information."

The results will either display grouped by party name or case number, depending on the search criteria you used.



Smart Search Search Results

Name Date of Birth

Sample, Test 12/03/1978

Current Address: 321 Fictional ST Anytown MN, 55005 Gender: Male

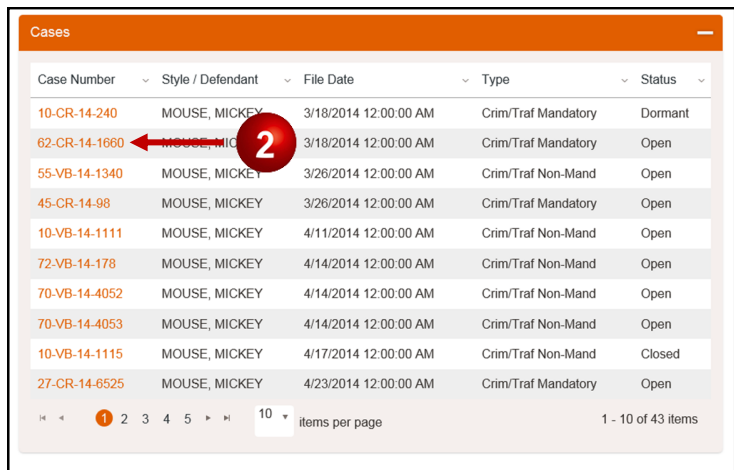
Cases (2)

Case Number	Style / Defendant	File Date	Type	Location
70-CR-14-4149	Sample, Test	10/6/2014	Crim/Traf Mandatory	Scott County
70-CR-14-4150	Sample, Test	10/6/2014	Crim/Traf Mandatory	Scott County

10 items per page 1 - 2 of 2 items

If you searched by case number or Advanced Search Options:

1. The results will display sorted by Case Number.
2. Click on the **Case Number** to view case information, including the Register of Actions, under "Other Events and Hearings Information."
3. If you can't see the full text for a line, **hover your mouse** over the one you wish to see and the full text will appear.



Case Number	Style / Defendant	File Date	Type	Status
10-CR-14-240	MOUSE, MICKEY	3/18/2014 12:00:00 AM	Crim/Traf Mandatory	Dormant
62-CR-14-1680	MOUSE, MICKEY	3/18/2014 12:00:00 AM	Crim/Traf Mandatory	Open
55-VB-14-1340	MOUSE, MICKEY	3/26/2014 12:00:00 AM	Crim/Traf Non-Mand	Open
45-CR-14-98	MOUSE, MICKEY	3/26/2014 12:00:00 AM	Crim/Traf Mandatory	Open
10-VB-14-1111	MOUSE, MICKEY	4/11/2014 12:00:00 AM	Crim/Traf Non-Mand	Open
72-VB-14-178	MOUSE, MICKEY	4/14/2014 12:00:00 AM	Crim/Traf Non-Mand	Open
70-VB-14-4052	MOUSE, MICKEY	4/14/2014 12:00:00 AM	Crim/Traf Non-Mand	Open
70-VB-14-4053	MOUSE, MICKEY	4/14/2014 12:00:00 AM	Crim/Traf Non-Mand	Open
10-VB-14-1115	MOUSE, MICKEY	4/17/2014 12:00:00 AM	Crim/Traf Non-Mand	Closed
27-CR-14-6525	MOUSE, MICKEY	4/23/2014 12:00:00 AM	Crim/Traf Mandatory	Open

10 items per page 1 - 10 of 43 items



Too many results? See [QRG: Filtering Search Results in New MGA](#) for more information.